

<b>WORKING TITLE</b>	College Aide III
<b>PAYROLL CLASSIFICATION</b>	College Aide III
<b>DEPARTMENT</b>	Upward Bound
<b>STATUS</b>	Part-Time
<b>POSTING DATE</b>	May 16, 2024
<b>POSITION NUMBER</b>	2665

## OVERVIEW

Innovative, authentic and inspiring applicants are sought to apply for the Educational Coach for the Upward Bound Program (UBP) position, a 100% federally funded TRIO program. Under direction, incumbents plan and develop content and format of educational offerings of whole program areas related to broad, complex, and multiple disciplines and frequently unrelated disciplines; promote close and continued liaison with a variety of academic offices, the University support services offices and the surrounding University service area. Incumbents have responsibility for all aspects within a broad program area including responsibility for an on-going improvement of quality and viability of the program, as well as for financial planning, including developing budgets, improving cost effectiveness and make final decisions related to financial feasibility of all courses in the assigned program areas. Incumbents are typically responsible for large, complex, and diversified program areas such as Institute, Certificate, and Credential, Work-Study, and Work-Experience programs. Incumbents may lead lower level specialists and frequently assist in drafting procedures and program policy

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Specific duties include but are not limited to:

- Provide direct, frequent, and ongoing services (academic, advising, non-cognitive development) to the assigned caseload participants each year during the academic year and summer components. The caseload will be approx 40-50 high school students.
- Supervise 1-2 advisors at high school.
- Coordinate and train student workers.
- Conduct student contacts via face-to-face, online, individual, small group, large group, and through other electronic modalities.
- Conduct participant recruitment presentations to students, parents, and community members in both small and large group, public and private setting.
- Ability to travel locally and nationally to fulfill program duties and training requirements.
- Assist with planning Upward Bound’s sponsored events.

- Create collaborative relationships; provide leadership; referral resources and assistance to administrators, trustees, faculty, staff, students and community partners regarding inclusion, equity, diversity, equal opportunity, and affirmative action-related issues.

#### Skills Development Responsibilities 55%

- Orient new and continuing program participants to Upward Bound Program requirements and ensure participation in program services.
- Deliver advising services in person and online.
- Connect, refer, and follow up for students to tutoring, academic support courses, study skills workshops, and other resources on campus.
- Develop student non-cognitive abilities, behaviors, and strengths: Positive Academic Behaviors, Self-Confidence and Self-Efficacy, Long Range Academic and Career Goals, Leadership & School and Community involvement, Social Confidence, and perseverance & Resilience.
- Create and manage virtual co-curricular learning communities grouped by student needs and other categories.
- Plan, coordinate, and chaperone overnight student trips both local and out-of-area overnights.

#### College Aide 15%

- Implement proactive service strategies to facilitate student contacts to caseload every week. Utilize task management-based, strengths-based, and non-cognitive-based advising techniques.
- Collect and review high school grades cards, and advise and monitor student's progress towards completing high school graduation and college admission A-G course requirements.
- Review student's academic progress to determine specific subject area need for services, evaluate tests scores, and assist students in preparing for state and national standardized tests.
- Develop and implement goal strategies with students.
- Develop educational plans, assist in course selection, and college exploration based on each grade level of students.
- Develop educational plans for learning about financial literacy, financial aid and scholarship programs.
- Provide and follow up with personalized community referrals.

#### Administrative, Tracking, & Other Responsibilities 30%

- Assume academic year and summer components and program-wide responsibilities as assigned
- Attend staff meetings, retreats, and professional development workshops and conferences.
- Responsible for attending on and off-campus meetings to prepare for UBP's Summer Program.
- Work collaboratively with UB staff to prepare and submit project reports, proposals, and other materials.
- Work collaboratively with other TRIO programs, outreach/academic success programs, and university programs and offices.

## EDUCATION, SKILLS AND ABILITIES

- Minimum of a bachelor's degree required, or Master's degree preferred in Education, or other related field.
- Minimum of 1 year of advising experience with strong experience working with economically disadvantaged, first generation to college students, and/or students with disabilities.
- Direct experience with TRIO programs and overcoming personal obstacles will receive stronger consideration.
- Demonstrated knowledge of holistic academic support services, development of individualized service plans; financial aid and literacy; and retention programs. Strong emphasis on task management-based, strengths-based, and non-cognitive pro-active advising techniques.
- Knowledge of college admissions, financial aid and scholarship preferred.
- Technical ability to learn and build online courses in learning management system like Google Classroom, Khan Academy, etc.

- Strong skills in attention to detail especially for federal tracking and auditing. Experience that exhibits strong organizational skills and demonstrated ability to handle multiple tasks under pressure.
- High degree of initiative and ability to work independently without constant supervision and manage time effectively, prioritize tasks, and meet tight and frequent deadlines.
- Must be able to work flexible work hours and have the ability to work extended hours when necessary to meet deadlines and/or attend weekend trainings /workshops. Extended hours may be required during the summer component.
- Must have experience working in team settings, work well with others, function well under pressure, handle multiple tasks concurrently, and remain professional at all times.
- Excellent oral and written communication skills. Social media communication skills are highly preferred.
- Must be capable of communicating effectively with Program participants and their families, high school, postsecondary institutions, community agencies personnel, and CSULB faculty, staff, and administrators.
- Experience working with various computer programs including MS Office Suite, and various online programs.
- Contribute to equitable and inclusionary work to support student success that strengthen on retention and graduation.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.
- Understand the importance of using inclusive language that does not promote gender/ethnic coding, discrimination, and/or selective pronoun usage for faculty, staff, and students.
- Provide resources and/or referrals to all students to support to academic success, basic needs, health and wellness, and/or creating a student-ready environment.
- Must have a valid driver's license.
- Fluent in Spanish is highly desirable.

Must be able to accept constructive criticism, prioritize workload, be professional and dependable, interact positively with others and possess a friendly and outgoing personality. Regular, punctual attendance required. This position is employed through the CSULB Research Foundation. Employment is at-will.

## POST OFFER BACKGROUND CHECK REQUIREMENT

A post offer background check (including a reference and criminal records check) must be completed, and the individual cleared, before they can start work with the CSULB Research Foundation. No information will be required prior to the offer of employment. Once an offer of employment is made, failure to complete the background check and receive clearance may affect the application status of a new hire individual and/or the continued employment of a current CSULB Research Foundation employee who has applied for/moved into a new position. Individuals working with minor children and/or the elderly will be required to renew their live scan fingerprinting and be cleared every twelve (12) months. Information obtained through the background check does not automatically disqualify an individual from employment.

## GRANT FUNDED EMPLOYMENT

This position is restricted to the conditions set forth in the grant. Ongoing employment is contingent upon satisfactory job performance and continual renewal of grant money/availability of funds.

**COMPENSATION RANGE:** \$21.64 - \$30.28

**FILING DEADLINE:** Open Until Filled

**BENEFITS:** Active Part-Time Regular and Short Hour benefitted staff are entitled to pro-rated vacation/OPA accrual (min. 40 hours per pay period required to accrue), pro-rated holiday pay on days regularly scheduled to work and, after meeting eligibility requirements, enrollment in our retirement plan.

**NOTE:** In order to be considered for this position, please submit the required information as soon as possible. The hiring committee will review applications, interview qualified candidates and close the position anytime on or after two (2)

weeks from the posting date listed above. Removal of a position from our website is indication that the position has been filled.

## APPLICANT PROCEDURE

Interested individuals should forward their cover letter, resume, and completed employment application referencing position number to the CSULB Research Foundation Human Resources Department in one of the following ways:

- By Mail/Delivery: 6300 State University Drive, Suite 332, Long Beach, CA 90815
- By Confidential HR Fax: 562. 985.1726
- By E-mail: [FND-HRPAYROLL@CSULB.EDU](mailto:FND-HRPAYROLL@CSULB.EDU) (put Job# in the Subject line)

A separate application is necessary for each employment opportunity posting. The employment Application can be found alphabetically on our website at <https://www.csulb.edu/research-foundation>, under the Forms, then the Human Resources tab. It is the responsibility of the applicant to clarify on their application their ability to perform the job for which they are applying. Individuals requiring a reasonable accommodation in order to apply for this position should provide necessary information to the Director of Human Resources. Additionally, individuals invited to interview for this position should inform the Director of Human Resources at the time of invitation, of any requirements for a reasonable accommodation.

## NOTICE

The CSULB Research Foundation does not discriminate on the basis of sex in its employment as required by Title IX of the Education Amendments of 1972, as amended, and Section 86.9 of the administrative regulations adopted by the Department of Education pursuant thereto, nor does it discriminate on the basis of race, color, religion, national origin (including language restrictions), sex (pregnancy or gender), sexual orientation, marital status, age, disability (mental and physical, including HIV and AIDS), ancestry, medical condition (cancer/genetic characteristics), denial of family and medical care leave, denial of pregnancy disability leave or reasonable accommodation or veteran's status (including Vietnam-era veterans) as required by other federal/state non-discrimination statutes, related administrative regulations and executive orders. Individuals selected for employment must provide proof of identity and employment eligibility as prescribed in Title 8, United States Code, and Section 132A. We are an Equal Opportunity, Affirmative Action, and Title IX Employer. The CSULB Research Foundation is a 501 (c) (3) corporation that exists solely to support and advance the mission of CSULB. Employment with the CSULB Research Foundation rests solely with the CSULB Research Foundation and provides no rights or benefits of employment or any other kind, with any other organization. This includes but is not limited to: California State University Long Beach, the State of California, or the sponsoring agencies of any programs administered by the CSULB Research Foundation.

Please read and complete voluntary Applicant Affirmative Action Information Form below. Submit completed form with your resume and employment application to:

### CSULB Research Foundation, Human Resources

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- By Confidential HR Fax: 562. 985.1726
- By E-mail: [FND-HRPAYROLL@CSULB.EDU](mailto:FND-HRPAYROLL@CSULB.EDU) (put Job# in the Subject line)

# APPLICANT AFFIRMATIVE ACTION INFORMATION FORM

## VOLUNTARY

Thank you for your interest in employment with our Company. The following questions about your race and gender and Protected Veteran status are included only because of government regulations. As an Equal Opportunity Employer, the Company does not use this information in its employment decisions, so whether or not you return this form has no effect on your application. To the extent we are a government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, we comply with requirements to take affirmative action regarding the employment of, and advancement in employment of, qualified Protected Veterans (disabled veterans, active duty wartime or campaign badge veterans, Armed Forces service medal veterans, and recently separated veterans). If you come within any of those categories, and would like to be included in our affirmative action program, you may tell us now or at any time in the future. We also invite you to tell us now, or at any time in the future, about any reasonable accommodations that you believe we could make which would better enable you to perform the essential functions of the job properly and safely. Submitting this information is **voluntary**. Providing it or declining to provide it will not affect your application or employment in any way. If you choose to submit the information, it will be kept confidential to the extent provided by law.

Name: \_\_\_\_\_

Date of application: \_\_\_\_\_

Position(s) applied for: \_\_\_\_\_

Gender:      Male          Female

Race/ethnic background (select one only):

- |  |   |
|--|---|
| Hispanic/Latino                        | Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.   |
| White                                  | Persons having origins in any of the original peoples of Europe, the Middle East or North Africa.   |
| Black/African American                 | Persons having origins in any of the black racial groups of Africa.   |
| Asian                                  | Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam. |
| Native Hawaiian/Other Pacific Islander | Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.  |
| American Indian/Alaska Native          | Persons having origins in any of the original peoples of North and South America, (including Central America), and who maintain tribal affiliation or community attachment.   |
| Two or more Races                      | Non-Hispanic persons who identify with more than one of the following five races: (1) White, (2) Black, (3) Asian, (4) Native Hawaiian/Other Pacific Islander, (5) American Indian/Alaska Native.   |

## VETERAN STATUS

a. Status: Select one of the following

I identify as one or more of the classifications of Protected Veteran listed below.

I identify as a veteran, just not a Protected Veteran.

I am not a veteran.

I do not wish to self-identify.

b. Protected Veterans are described as:

### **Disabled Veteran**

Veteran entitled to VA-administered disability compensation for, or discharged from active duty because of, a service-connected disability, or who would be so entitled but for receipt of military retired pay.

### **Active Duty Wartime or Campaign Badge Veteran**

Veteran who served on active duty during a war or a campaign or expedition for which a campaign badge has been authorized. List of eligible campaigns can be found at <http://www.opm.gov/staffingportal/vgmed-al2.asp>.

### **Armed Forces Service Medal Veteran**

Veteran who, while on active duty, participated in a military operation for which an Armed Forces Service Medal was awarded pursuant to Exec. Order No. 12985.

### **Recently Separated Veteran**

Veteran who served on active duty and was discharged or released from active duty within the last three years.

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Please submit completed form with your resume and employment application to:

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